

Data Integrity Checklist

Article I. Paternity Documentation

To maintain data integrity, CSS will utilize all manual and/or automated resources to obtain needed paternity documentation by checking the following sources:

- ☐ Reviewed EPICS.
- ☐ Contacted Idaho Bureau of Vital Statistics.
- ☐ Contacted another state's Bureau of Vital Statistics.
- ☐ Contacted the CP by telephone or in writing.
- ☐ Contacted the NCP by telephone or in writing.
- ☐ Requested copies of known Filiation order or Divorce Decree from the issuing county of this state or another state.
- ☐ Narrated all attempts to obtain paternity documentation.

Article II. Medical Documentation

To maintain data integrity, CSS will utilize all manual and/or automated resources to obtain needed medical documentation by checking the following sources:

- ☐ Contacted the NCP by telephone or in writing.
- ☐ Contacted the CP by telephone or in writing.
- ☐ Contacted a current or former employer by telephone or in writing.
- ☐ Narrated all attempts to obtain medical documentation.

Article III. Order Documentation

To maintain data integrity, CSS will utilize all manual and/or automated resources to obtain needed order documentation by checking the following sources:

- ☐ Contacted the IV-D agency of the issuing state.
- ☐ Contacted the county of issuance of this state or another state.
- ☐ Contacted the NCP by telephone or in writing.
- ☐ Contacted the CP by telephone or in writing.
- ☐ Narrated all attempts to obtain order documentation.